

YOUTH AND YOUNG ADULT TIP SHEET

Work Experience: Success Factors

A tip sheet for youth and young adults engaged in the Learn & Earn Program

Work Experience gives you the opportunity to develop and demonstrate professional and occupational skills by addressing a core business function. You'll have a real job doing productive work with an employer.

TAKE ACTION

Participating in Work Experience requires a lot of responsibility and good time-management skills. Below is a checklist of what you can expect to get out of your Work Experience. Read through the list and check off what interests you and the goals that are most important to you. Your interests don't have to be prioritized. If you would like to learn something that's not listed here, just add it to the list.

WHAT YOU SHOULD EXPECT TO LEARN

- Time management
- Good communication skills
- How to develop professional relationships
- What it's like to work in a professional environment
- New skills related to the job and the industry

BEFORE THE WORK EXPERIENCE STARTS

- Fill out and turn in any required forms.
- Participate in pre-Work-Experience opportunities in classroom or workshop activities.
- Meet with your supervisor and an instructor or a member of the program staff to discuss what you want to get out of the Work Experience. These are your learning objectives.
- Research the dress code at the place where you'll work and prepare to mirror it.
- Make sure you have transportation taken care of to and from the place of business.

DURING THE WORK EXPERIENCE

- Dress appropriately and arrive on time.
- Treat others respectfully in the way you'd like to be treated.
- Use language that's appropriate for the work environment.
- Make sure you understand your role and tasks, and don't be afraid to ask questions.
- Follow through with the goals you set for yourself.
- Communicate with others effectively.
- Put your electronics away until the end of your shift each day.

AFTER THE WORK EXPERIENCE

- Reflect on your experience and participate in self-evaluation activities.
- Ask your supervisor if you can use him/her as a reference.
- Give feedback about the process so it can be improved for others after you.
- Update your resume.